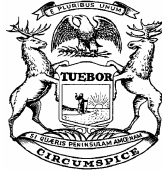


Position Available Judicial Assistant, Troy Office

Michigan Court of Appeals
Judicial Assistant
Salary Range: \$39,150.00 to \$50,070.24



DUTIES: Reporting to Judge, Administrative Assistant performs a variety of secretarial and administrative activities to assist in the operation of a Judge's office in a confidential and professional manner, including but not limited to: scheduling, processing and coordinating votes for motion docket, ensuring case files are complete, proofing opinions, preparing files for cases, motion dockets, etc. Coordinate case call dates, Court meetings and personal appointments for Judge. Serve as initial contact in Judge's office, answering inquiries or directing to appropriate staff.

LOCATION: Columbia Center Building, Troy, MI. Occasional travel to other Court offices may be required.

EDUCATION: Associate's degree in legal secretarial or related area.

Five or more years of secretarial experience in a law firm or court, providing knowledge of software and legal research tools utilized in the Court.

E-mail preferred to ruiz-helmicp@courts.mi.gov or mail cover letter and resume by Monday, January 8, 2007 to:

Human Resources
Attn: Peggy Ruiz-Helmic
Michigan Supreme Court
P.O. Box 30052
Lansing, MI 48909

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